

EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

Course: V-0002 - Virtual Tabletop Exercise Series (VTTX) – Public Health-focused Pandemic Influenza Scenario

Exercise Dates & Location: October 28, 29, and 30 2014 (same scenario/3 offerings/different locations each date)

Exercise Length: 4 Hours. Start time is 12:00 P.M. Eastern Standard Time (EST) and end time is 4:00 P.M. EST.

Exercise Description:

In collaboration with the Centers for Disease Control and Prevention (CDC), this exercise is one of five specially designed Virtual Table-Top Exercises, which will specifically focus on the impacts of a novel influenza virus on the public health community. The VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess plans, policies, training, and procedures. This VTTX differs from other Tabletop exercises in that they will be conducted using **Video-Teleconference (VTC) technology** (not web-based), and are intended to provide an opportunity for responders across the Nation to simultaneously participate in a hazard-specific facilitated discussion. EMI and CDC will co-lead them, with local facilitation provided by the participating agency. This format will allow the common delivery of exercise materials, scenarios, modules, and discussion questions among those participating in the exercise. New to the VTTX program is the addition of an After-Action Report/Improvement Plan (AAR/IP) template for completion by the participating organization.

Benefit to the Emergency Management Community:

The Public Health-focused VTTX is a pre-packaged set of exercise materials requiring reduced effort by participating organizations. The new/novel delivery method will allow participating communities to share real-time public-health incident related preparation, response and recovery concerns, and solutions with all participants providing a unique environment for learning lessons and sharing information.

Exercise Goal:

This virtual exercise will enable the participants to exercise their knowledge, skills, and abilities needed to effectively conduct all-hazards emergency preparedness, response and recovery. Overall pandemic influenza specific exercise goals and objectives for the exercise participants include:

- Review current policies and plans for issues that may affect the community during a severe influenza pandemic.
- Strengthen the existing emergency response structure within state/local/public/private organizations and address the challenges posed by a pandemic.
- Assess and determine how affected organizations will coordinate their pandemic response activities with their community/business/operational partners.
- Identify gaps and issues to be addressed within the participant organization's pandemic plans.

This delivery method will allow participating communities to share pandemic influenza scenario-related preparation, response, and recovery concerns and solutions with all participants.

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Target Audience:

The VTTX program is designed for a “community-based” group (not individual participation) of at least 12 or more personnel from local or state public health, health care, and emergency management organizations with representation from all Emergency Management disciplines - public safety, public works, government, administrative, communications, military, private sector, non-governmental, and other whole community partners involved in a public health-based pandemic influenza response and recovery.

Exercise Design

This VTTX is designed to engage the participants in a no fault, hazard-specific exercise discussion. Co-lead facilitation will occur via VTC from the EMI campus and CDC Atlanta, and will be complimented by a dedicated local agency facilitator at each VTC site. In addition, at least one of the offerings will have a CDC panel of experts engaged in the exercise.

The VTTX will be supported by an Exercise and Coordination Facilitation Guide, which will include all required logistical information (room layout, connection instructions, etc.), as well as facilitation and hot wash instructions.

The VTTX will consist of:

- A hazard awareness briefing on the scenario hazard.
- Three discussion modules presented by the lead CDC facilitator.
- Local discussion with guided questions facilitated by an on-site facilitator.
- Brief-outs from each participating location after each module.
- Hot wash conducted at each location after the VTC has ended.
- AAR/IP submission by the participating organization no later than 30 days from the completion of the VTTX event.

Participation Requirements:

The VTTX will be limited to approximately 10-15 locations per exercise. Participants must have an appropriate site equipped with VTC capability (not web-based) that can access the Federal Emergency Management Agency (FEMA) VTC site (connection information will be provided by EMI). Participating locations will be responsible for local exercise logistics, and should designate an exercise coordinator to implement the logistical requirements for the exercise. In addition, the location must provide a person capable of facilitating the on-site portion of exercise. Electronic copies of the related exercise materials (Exercise and Coordination Facilitation Guide, Situation Manual, agenda, etc.) will be provided in advance by EMI.

To Apply:

Locations interested in participating in the VTTX series should submit an email request to participate in the exercise to Doug Kahn at email Douglas.Kahn@fema.dhs.gov , phone 301-447-7645. Your email is your program application. When applying, please provide a central point of contact from your organization to work all VTTX issues. Each location will receive a notice from EMI and will be provided with relevant logistical information and exercise materials to set up and facilitate the exercise locally.

The deadline for applying to participate in the exercise is October 17, 2014.

VTTX Program Information:

For a complete listing of all the FY15 VTTX dates and scenarios; <http://www.training.fema.gov/Programs/emiVTTX.aspx> or email Doug Kahn for other program promotional information.

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